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| **objective** |
|  | Seeking a challenging position in a high growth company with considerable advancement opportunities where my knowledge and skills can be applied and further developed. |
| **education** |
|  | 2005 – 2009 Alexandria University Faculty of Commerce, Business Administration Department. |
| **skills** |
|  |  **Computer Skills:** Excellent knowledge of Windows, Microsoft Office  Very Good knowledge of Internet searching skills. Fast typing {Arabic , English}**Language Skills:** Native language Arabic Fluent command of both written and spoken English**Personal Skills**  Negotiating skills Organizing skills, Leading skills Presentation skills Communication skills Witty, self motivated, reliable and understanding. Ability to work individually and as a co-operative team member |
| **Experience** |
|   | * **July 2013 – March 2016** Accountant and admin in Water Line CO. for water filtration

 **Responsibilities Handled*** 1. Performing Cash Reconciliation, Bank Reconciliation.
* 2. Preparation of Revenue Billing AR.
* 3. Preparing various MIS Reports.
* 4. Preparing monthly salary sheets.

.5 5. Identifying and correcting discrepancies* **Aug 2011 ـــ May 2013 Teller at National Bank of Greece (NBG)**

 **Responsibilities Handled*** Process routine account transactions.
* Open accounts, including savings and checking.
* Help customers fill out deposit and withdrawal slips.
* Use adding machine.
* Disburse money to customers.
* Assist customers at the drive-through window
* Handle loan payments and cash checks.
* Collect loan and utility payments.
* Report suspicious activity to police.
* Exchange foreign currency.
* Balance currency, cash and checks in cash drawer at end of each shift.
* **Oct 2010 – June 2011** Super user for Oracle Financial in BOSS Company
* **Nov 2009 – Sep 2010**  Accountant at Al-Rezzy for contracting (UAE)

 **Responsibilities Handled** 1. Finalize the day's balance, and prepare and print management reports.* 2. Investigate and reconcile discrepancies when they occur
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| **COURSES*** **Mar 2009 – Aug 2009** Oracle Financial Consultant R12
* **Nov 2007 – Jan 2008**International Computer Driving License (I C D L).
* **July 2007 ــ Aug 2007** Training in Cairo & Alexandria Stock Exchange.
* **May 2007 – Oct 2007** Marketer at real estate field “part time”.
* **Apr 2007** Basics of Fundamental and Technical Analysis course.
* **Jan 2007** Completed the training program Introduction to Decision Analysis

**Interests** |
|  | Traveling, Computer, Internet andReading. |
| **Personal Information** |
|  | * Date of Birth: 30/01/1985 (UAE)
* Nationality: Egyptian
* Marital Status: Single

**First Name of Application CV No:** **1705140**Whatsapp Mobile: +971504753686 Description: New_logo.gif |